

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE TYPE OR PRINT)

Position(s) Applied For:	Date of Application
How Did You Learn About Us?	
___ Advertisement	___ Friend
___ Employment Agency	___ Relative
	___ Inquiry
	___ Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
Telephone Number(s)	Social Security Number (voluntary)	
	Zip Code	

Best time to contact you at home is: _____ : _____ AM/PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No
If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ___ Full Time (Please indicate: 1 2 3 shift)
___ Part Time (Please indicate: Mornings Afternoons Evenings)
___ Temporary (Please indicate dates available ____/____ — ____/____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

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Education

School	Name & Address of School	Course of Study	No. Of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				

Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Present Employer		Employed From	To	Work Performed	
Address					
Telephone Number(s)		Starting Salary/Rate	Final Salary/Rate		
Job Title	Supervisor		May We Contact		___ Yes ___ No
Reason for Leaving					

Employer		Employed From	To	Work Performed	
Address					
Telephone Number(s)		Starting Salary/Rate	Final Salary/Rate		
Job Title	Supervisor		May We Contact		___ Yes ___ No
Reason for Leaving					

Employer		Employed From	To	Work Performed	
Address					
Telephone Number(s)		Starting Salary/Rate	Final Salary/Rate		
Job Title	Supervisor		May We Contact		___ Yes ___ No
Reason for Leaving					

Employer		Employed From	To	Work Performed	
Address					
Telephone Number(s)		Starting Salary/Rate	Final Salary/Rate		
Job Title	Supervisor		May We Contact		___ Yes ___ No
Reason for Leaving					

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:

ADDITIONAL INFORMATION

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

SPECIALIZED SKILLS (Skills/Equipment Operated)

☐ Terminal ☐ Spreadsheet
☐ PC/MAC ☐ Word Processing
☐ Typewriter ☐ Shorthand
WPM _____ WPM _____

Production/Mobile Machinery (list)

Other (list)

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☐ YES ☐ NO

Personal/Professional References

Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

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Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Ashland is of an "at will" nature, which means that the Employee may resign at any time and the City of Ashland may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Mayor and Council.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date